



REPLY TO  
ATTENTION OF

**DEPARTMENT OF DEFENSE**  
**UNITED STATES SOUTHERN COMMAND**  
3511 NW 91ST AVENUE  
MIAMI, FL 33172-1217

\*SC Regulation 37-6

31 August 2000

Effective Upon Receipt

**Financial Administration**

**ADMINISTRATION AND CONTROL OF HUMANITARIAN AND CIVIC ASSISTANCE  
(HCA), DEVELOPING COUNTRIES COMBINED EXERCISE PROGRAM (DCCEP), AND  
EXERCISE RELATED CONSTRUCTION (ERC) FUNDS**

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1. PURPOSE: This regulation establishes U.S. Southern Command (USSOUTHCOM) procedures and responsibilities for the administration and control of Humanitarian and Civic Assistance (HCA) the Developing Country Combined Exercise Program (DCCEP) funds and Exercise Related Construction (ERC) funds. It applies to USSOUTHCOM, its component and subordinate commands, and any other organization that expends USSOUTHCOM HCA, DCCEP or ERC funds.

2. REFERENCES:

- a. Title 10 U.S.C. Sections 401, 2010 and 2805.
- b. Department of Defense Directive 2205.2, HCA Provided in Conjunction with Military Operations, 6 October 1994.
- c. Department of Defense Directive 2205.3, Implementing Procedures for the H&CA Program, 27 January 1995.

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\*This regulation supersedes SC Reg 37-6, dated 1 January 1991

d. Department of Defense Directive 4270.24 Unspecified Minor Construction, Emergency Construction, and Restoration or Replacement of Damaged or Destroyed Facilities, 21 Mar 90.

e. CCR 525-4, Military Operations, Joint/Combined Facilities, 21 March 1983.

f. CCR 525-1, Military Operations, Operations Standing Operating Procedures, 21 May 1988.

g. CCR 525-23, Military Operations Cooperative Programs for Friendly Nations, Policies and Procedures, 6 March 1992.

h. Joint Staff ERC SOP, 29 July 1997.

i. Army Regulation 350-28, Army Exercises, 9 December 1997.

### 3. EXPLANATION OF TERMS:

#### a. Humanitarian and Civic Assistance:

(1) Statutory HCA. HCA undertaken under the authority of Reference 2a. This form of HCA is carried out in conjunction with authorized military operations (Ref 2b & 2c), such as JCS directed/coordinated exercises and Service deployments for training (DFTs). These HCA activities are funded by specifically appropriated Operations and Maintenance (O&M) funds.

(2) De Minimus HCA. HCA carried out in conjunction with authorized military operations, but consisting of de minimus (incidental) HCA activities for which only minimal expenditures may be incurred.

(3) All HCA projects fall into one of the following categories:

(a) Engineer Projects. Projects include well-drilling, construction of basic sanitation facilities, rudimentary construction, repair of public facilities and the construction of rudimentary surface transportation systems.

(b) Medical Projects. Medical, dental, and veterinary care provided in rural areas of a recipient country. Includes care provided by U.S. military medical, dental, preventative medicine, and veterinary DFTs conducted in developing countries.

b. Developing Countries Combined Exercise Program:

(1) Program authorizing O&M funds to pay the incremental expenses incurred by a developing country as the direct result of its participation in a bilateral or multilateral combined military exercise.

(2) Combined Military Exercise. Refers to both joint and single-service exercises conducted in conjunction with host nation participants.

(3) Developing Country. For purposes of this regulation, all Latin American (LATAM) and Caribbean countries are considered developing countries.

c. Exercise Related Construction:

(1) ERC is defined as an unspecified minor construction project, outside CONUS, in support of an in-progress or planned CJCS exercise that results in a facility, or facilities that remain, in any part after the end of the exercise.

(2) ERC projects complement and enhance the USSOUTHCOM CJCS Exercise Program. Projects will be developed to enhance the effectiveness of exercise activities, reduce overall exercise costs, enhance safety, and/or improve training of engineer forces. ERC may be accomplished by U.S. troops, combined U.S. host nation engineer forces, or by contractor. Accomplishment by contractor is the least preferred option. Where an ERC project is planned in a country eligible for HCA, an HCA construction project should be planned in conjunction with the ERC project.

4. ADMINISTRATION: A primary USSOUTHCOM goal is to shape the environment within its area of responsibility (AOR) by conducting theater engagement activities to promote democracy, stability, and collective approaches to threats to regional security. HCA, DCCEP and ERC are unified command programs developed to assist the command in achieving this goal. DCCEP allows US Forces to conduct military operations in concert with our regional partners and HCA provides mission essential, austere environment, training opportunities involving deployment, employment, C2 sustainment and redeployment tasks for U.S. Reserve and Guard personnel. ERC projects support in-progress or planned CJCS exercises resulting in a facility or facilities that remain in any part after the end of the exercise.

a. As the primary focal point at USSOUTHCOM for the execution of these programs, the USSOUTHCOM Director for Operations (SCJ3) issues program policy guidance, develops and submits annual programs, approves individual requirements, directs the distribution of funds, ensures program execution conforms to OSD guidance, submits annual execution reports, and assesses the overall effectiveness and long term impact of the program in the command's AOR.

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b. The USSOUTHCOM Command Surgeon (SCSG) and Command Engineer (SCEN) participate in the execution of this program by developing annual programs for their functional areas and in coordinating requirements at the executing units.

c. The Director for Resources and Programs (SCJ8) distributes funding as directed by the SCJ3 and prepares program execution reports as required.


5. Guidance, responsibilities and reporting requirements for HCA, DECEP and ERC activities are provided in Appendix A, B and C respectively.

The proponent agency for this regulation is the U.S. Southern Command.  
Users are invited to send comments and suggested improvements directly to  
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## APPENDIX A

### Humanitarian and Civic Assistance

1. General: Humanitarian and Civic Assistance (HCA) activities are categorized as follows:

a. HCA (Other than De Minimus). These activities must be carried out in conjunction with authorized military operations, such as Joint Chiefs of Staff (JCS) directed/coordinated exercises and single service deployments for training (DFTs), and are funded with O&M funds specifically appropriated for this purpose. This category of HCA must:

(1) Enhance the security interests of both the U.S. and the recipient country.

(2) Enhance the specific operational readiness skills of participating members of the Armed Forces.

(3) Complement, rather than duplicate, other forms of social or economic assistance which may be provided to a designated country by other departments or agencies of the U.S. government, and serve the basic economic and social needs of that country's people.

(4) Not be provided, directly or indirectly, to any individual, group, or organization engaged in military or paramilitary activity.

(5) Not be provided to any foreign country unless the Secretary of State (or his designated representative) specifically approves the provision of such assistance.

(6) Be restricted to medical, dental, preventative medicine and veterinary care provided in rural areas of a country, construction of rudimentary surface transportation systems, well drilling and construction of basic sanitation facilities, and rudimentary construction and repair of public facilities.

b. De Minimus HCA. These activities are also carried out in conjunction with authorized military operations, and executed at a minimal cost, but are incidental to the authorized operation. De Minimus HCA is funded from general purpose O&M funds. Congress has identified the following activities as examples of de minimus HCA.

(1) A unit doctor's examination of patients in villages for a few hours, with the administration of several shots and the issuance of some medicine, but not the deployment of a medical team for the purpose of providing mass inoculations to the local populace.

(2) The opening of an access road through trees and underbrush for several hundred yards, but not the paving of any roadway.

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Humanitarian and Civic Assistance

2. Funding Guidance:

a. HCA funds may be used to purchase:

(1) Supplies, materiel, and to lease equipment for approved HCA engineering projects. These funds will not be used to finance the rehabilitation of host country equipment for use in an exercise or the purchase of spare parts for host nation equipment.

(2) Medical, dental, or veterinary supplies, Class VIII, and services necessary to conduct the HCA activity.

(3) Management of the HCA program (e.g., funding, assessment POMs) as approved by the SCJ34.

b. Expenditure of HCA funds or the incurrence of reimbursable charges against these funds must be approved in advance.

c. No DOD accessorial charges (i.e., packing, crating and handling, second destination transportation costs, port loading and unloading costs etc.) will be applied to goods or services purchased with HCA funds.

3. Responsibilities:

a. SC Exercises and Joint Training Division (SCJ34) has overall responsibility for the HCA program and will:

(1) Prepare and submit the USSOUTHCOM HCA five-year program to DoD.

(2) Ensure that HCA requirements are included in the Program Objective Memorandum (POM) submission.

(3) Prepare and submit the annual HCA Program to DoD for review and approval.

(4) Serve as the primary point of contact with the Assistant Secretary of Defense (International Security Affairs) for HCA funding approvals and reprogramming.

(5) Develop and provide an annual HCA phased obligation plan to SC Programs and Resources Directorate (SCJ8).

(6) Brief program execution in the quarterly Program Budget Advisory Committee (PBAC) Reviews.

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(7) Serve as the primary focal point for HCA projects in the USSOUTHCOM area of responsibility (AOR).

(8) Develop and maintain the HCA project list for USSOUTHCOM.

(9) Identify to SCJ8-Comptroller, the specific unit, and associated budget office responsible for expending funds for each approved HCA project.

(10) Include HCA funding levels and reporting instructions in exercise Memorandum of Instruction (MOI).

(11) Prepare and submit reports to DOD on the activities carried out during the preceding fiscal year. Reports are required for statutory HCA activities; these reports should be coordinated with SCJ8.

(12) Assist SCJ8 in closing out the HCA funds at fiscal year end.

(13) Coordinate and oversee the HCA assessment program.

b. SCJ8 will:

(1) Mediate and resolve interagency/interdepartmental disagreements on issues of funding, budget execution, or propriety of fund utilization.

(2) Provide fund utilization and budget execution guidance as required.

(3) Establish special Accounts Processing Codes (APC) to identify and accumulate costs by project and country.

(4) Provide fund cites to the appropriate unit or budget office as directed by SC Operations Directorate (SCJ3).

(5) Maintain records of commitment and obligation of HCA and DCCEP funds.

(6) Coordinate with SCJ3 on routine funding issues related to HCA or DCCEP funds.

(7) Reconcile end of year reports.

(8) Track costs for HCA exercises and deployments.

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(9) Prepare and submit documentation to record the actual costs incurred for each HCA project.

(10) Provide program execution reports to SCJ3 as required.

(11) Assist SCJ3 in the development of the HCA five-year program.

c. The USSOUTHCOM Engineer (SCEN) will:

(1) Develop an annual listing of HCA engineer projects and maintain a listing of executing agency POCs.

(2) Assist SCJ34 in preparing budget estimates for HCA engineer projects.

(3) Coordinate between the executing components and SCJ34 for engineer projects.

(4) Submit after action reports as required by DOD and USSOUTHCOM.

(5) Provide five-year budget input to SCJ34.

d. The USSOUTHCOM Command Surgeon's Office (SCSG) will:

(1) Develop the annual listing of HCA medical projects and maintain a list of executing agency points of contact (POCs).

(2) Process requests for additional funds for medical HCAs projects.

(3) Coordinate between the executing components and SCJ34 for medical, dental and veterinary projects.

(4) Provide a five-year budget input to SCJ34 and assist in preparing budget estimates for HCA medical projects.

4. Reporting Procedures: HCA activity must be reported annually through the Office of the Secretary of Defense, to Congress. Each report will include:

a. A list of the countries in which HCA activities were carried out during the preceding fiscal year.



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b. The type and description of HCA activities carried out in each country during the preceding fiscal year.

c. The amount expended in carrying out each HCA activity in each country during the preceding fiscal year.

APPENDIX B  
Developing Countries Combined Exercise Program

1. General: DCCEP funds may be used to pay the incremental expenses incurred by a developing country as the direct result of its participation in a bilateral or multilateral combined military exercise if:

- a. The exercise is undertaken primarily to enhance the security interests of the U.S.
- b. The participation by the country concerned is necessary to achievement of the fundamental objectives of the exercise and these objectives cannot be achieved unless the U.S. funds the incremental expenses incurred by the country;
- c. The supported nation is considered a developing country.
- d. The exercise does not replace (but can, and should complement) initiatives being funded by another U.S. Government agency or foreign government.

2. Funding Guidance: DCCEP funds are subject to the following guidelines:

- a. Expenditure of DCCEP funds or the incurrence of reimbursable charges against these funds must be approved in advance.

- b. No DOD accessorial charges (i.e. packing, crating and handling, second destination handling costs, port loading and unloading costs, etc.) will be applied to goods or services purchased with DCCEP funds.

- c. DCCEP funds may be used to pay for the incremental exercise costs of a developing country, to include:

- (1) The reasonable and proper cost of rations, fuel, training munitions, and transportation required during an exercise. Generally, only common items will be provided (e.g., training ammunition for weapon systems used by U.S. forces). Ammunition will not normally be procured for other weapon systems.

- (2) The cost of unit movements and transportation of DCCEP material. Opportunity airlift on military aircraft is not reimbursable; however, any DoD aircraft dedicated to the support of a developing country will be billed at the AMC DoD user rate. Fixed wing/helicopter support provided by USARSO will be billed at the intra-army rate. C-12 support provided by SAO aircraft will be reimbursed at the rate that the Air Force charges the SAO (the DSCA C-12 budget rate).

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(3) Transportation and subsistence of host nation personnel participating in exercise planning conferences.

d. DCCEP funds may not be used for the following:

- (1) Construction materials and leased equipment for engineer repair/construction projects.
- (2) The developing country's labor costs.
- (3) Common Table of Allowances (CTA) or Table of Equipment (TOE) equipment (current guidance does not allow U.S. forces to purchase these items with exercise funds).
- (4) Military pay and allowances of the developing country's armed forces.
- (5) Utility expenses for the developing country's camps.
- (6) Claims against the developing country's armed forces for damages incurred during the exercise.
- (7) Supplies and equipment for use by the developing country's armed forces for HCA purposes.
- (8) The purchase of spare or repair parts.
- (9) The purchase of supplies or ammunition for the purpose of stockpiling by the participating country.
- (10) Host nation costs incurred while providing support for activities other than combined exercises (i.e., security support provided by the host nation to a "U.S. only" deployment for training). Host nation units benefiting from DCCEP funds must be participants in a combined exercise.

3. Responsibilities:

a. SCJ34 will:

(1) Serve as the primary focal point for approving use of DCCEP funds in the USSOUTHCOM AOR.

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- (2) Ensure that DCCEP requirements are included in the POM submission.
- (3) Prepare and submit annually the USSOUTHCOM two-year DCCEP plan to Joint Staff, J7-JETD for approval.
- (4) Upon receipt of annual funding ceilings for DCCEP, develop and provide to SCJ8 a phased annual obligation plan for these funds.
- (5) Brief DCCEP program execution.
- (6) Develop and maintain the Combined Exercise program list for USSOUTHCOM.
- (7) Identify to SCJ8-CM specific unit and budget office responsible for executing authorized DCCEP funded military operations.
- (8) Establish reporting requirements in the exercise plan for reports from each executing activity. At a minimum, these reports will provide the following information:
  - (a) Country.
  - (b) Exercise name.
  - (c) Itemized cost of rations, fuel, ammunition, or transportation expended or provided to the developing country for its use in an exercise.
  - (d) Amount authorized by element of resource (e.g., ammunition, ration, fuel).
  - (e) Actual expense by element of resource.
  - (f) U.S. military unit involved.
  - (g) Name and phone number of person certifying that the combined exercise funds purchases and specific supplies were transferred to a host country for its use in a specific combined exercise.
- (9) Receive and consolidate reports of DCCEP fund expenditures on each combined exercise from each executing activity.
- (10) Submit to JCS/J7-JETD, an annual report which lists DCCEP fund expenditures by country.

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(11) Assist SCJ8-CM in closing out DCCEP funds at fiscal year end.

(12) Task components to provide an annual forecast for DCCEP training munitions in July of each year through SCJ3, to HQ USARSO Deputy Chief of Staff of Operations - Exercise (DCSOPS-EX).

(13) Distribute guidance to each participating component NLT 30 days prior to the start of an exercise.

b. SCJ8 will:

(1) Mediate and resolve interagency/interdepartmental disagreements on issues of funding, budget execution, or propriety of fund utilization.

(2) Provide fund utilization and budget execution guidance as required.

(3) Establish special Accounts Processing Codes (APC) to identify and accumulate costs by project and country.

(4) Provide fund cites to the appropriate unit or budget office as directed by SCJ3.

(5) Maintain commitment and obligation records for DCCEP funds.

(6) Coordinate with SCJ3 on routine funding issues related to DCCEP funds.

(7) Reconcile end of year reports.

(8) Track costs for DCCEP exercises and deployments.

(9) Prepare and submit documentation to record the actual costs incurred for each DCCEP project.

(10) Provide program execution reports to SCJ3 as required.

(11) Assist SCJ3 in the development of a five-year DCCEP program.

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c. USSOUTHCOM Components/Exercise Units will:

(1) Provide USARSO DCSOPS-EX, through SCJ34, an annual forecast for DCCEP training munitions. This forecast will include host nation requirements for combined exercises with CONUS based activities, which require local munitions support.

(2) Provide USARSO DCSOPS-EX, through SCJ34, with a quarterly updated forecast of DCCEP training munitions requirements.

(3) Provide SCJ34 with a written request for DCCEP training munitions NLT 45 days prior to the start of a scheduled exercise.

(4) Turn-in unused DCCEP training munitions after each exercise.

d. USARSO will:

(1) Consolidate and requisition components' forecasted DCCEP training munitions. All requests for DCCEP training munitions under Title 10 must have annotated on the requisitioning form "THESE MUNITIONS ARE BEING REQUISITIONED FOR TITLE 10 FUNDED EXERCISES".

(2) Obtain and maintain components' forecasted training munitions requirements and be prepared to issue it on request.

(3) Coordinate with SCJ34 on any shortfalls related to supporting the component requests for munitions support.

4. Reporting Requirements: An annual report will be submitted, through the Office of the Secretary of Defense, to Congress concerning the use of DCCEP funds, stipulating:

a. A list of the developing countries for which expenses have been paid by the U.S. during the preceding year.

b. The amount of money expended on behalf of each government.

APPENDIX C  
Exercise Related Construction

1. General:

a. As a result of Comptroller General and Congressional oversight of OCONUS exercise activities in 1987, Congress directed that a portion of each Service's unspecified minor construction account be set aside to fund all ERC during JCS directed/coordinated OCONUS exercises. The use of the set-aside was intended to fund all ERC during an exercise; consequently, operations and maintenance (O&M) funding may not be used for such construction. As an exception however, structures of a minor and temporary nature (e.g., base camp facilities such as tent platforms, field latrines, and easily relocatable structures), which are completely removed at the end of the exercise may be funded with O&M funds.

b. ERC projects are originated by the Unified Commanders, approved by the Joint Staff, and notified to Congress.

2. Funding Guidance:

a. The cost of a single ERC project may not exceed \$1,500,000. Each ERC project must be approved by the Joint Staff and reported to Congress. No construction funds may be obligated until the appropriate congressional committees have approved the project or a 21-day waiting period has elapsed from the date of the notification. An ERC project includes all construction necessary to produce a complete and usable facility. Construction costs can vary +/- 25% without the requirement to request Joint Staff approval.

b. ERC projects will be submitted to the Joint Staff for approval and funding based upon the extent that the projects satisfy the following criteria (not necessarily in priority sequence):

- (1) Promote U.S. national interests.
- (2) Train U.S. engineer troops.
- (3) Contribute to the welfare of the exercise troops.
- (4) Result in net DoD resource savings.
- (5) Contribute to exercise objectives.
- (6) Obligate funds early (90% the first FY).
- (7) Are not eligible for alternate funding.

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(8) Remain in any part after the conclusion of the exercise. Projects must be permanent, but exceptions for temporary construction will be made on a case by case basis and reviewed by the SCSJA. No permanent construction will be implemented without a base access agreement permitting future U.S. forces access.

c. The execution of a USSOUTHCOM ERC project requires the availability of three sources of funds; USSOUTHCOM-provided ERC construction funds, JCS strategic lift funds, and Service-component funds, ERC construction funds pay for:

(1) Construction materials, supplies, and services furnished by military departments. (Those furnished on a non-reimbursable basis by other military departments and defense agencies should be included in the "funded" amount of the DD Form 1391, Military Construction Project Data, for purposes of determining total costs attributable to an ERC project).

(2) Labor costs, except U.S. military labor.

(3) Costs of operating government equipment, including fuel and direct maintenance.

(4) Overhead or support costs directly attributable to the project, except for planning and design costs.

(5) Contract services and leased equipment essential to project completion. The use of service contracts for technical representative support should be specifically documented and justified in component-provided DD Form 1391s.

(6) The repair/replacement cost of equipment major component, such as engines, transmission, and transfers, will only be charged against ERC funds when component failure occurs during the course of an ERC project. The DD Form 1391 for the project should include an up-front estimate of such major component repairs. These should be based on service planning factors for the particular type and scope of work to be accomplished.

(7) ERC project funds shall not be used to pay for repairs to equipment damaged by operator misuse or negligence. U.S. owned equipment damaged under such circumstances shall be paid for using appropriate Service funds. Damage to foreign-owned, leased, or bailed equipment is recognizable under the Foreign Claims Act, which is the appropriate authority to process and resolve such claims.

(8) ERC construction funds may not be used for troop labor, transportation of material, supplies and government-furnished equipment, travel and per diem costs for troop engineers (see para 2g (9) (a) for further guidance concerning funding for design/site surveys), and non-construction materials, supplies, and services.



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d. JSC strategic lift funding, managed by SCJ3, is used to pay for the strategic (inter/intra-theater) movement of engineer troops, equipment, and material from the air/sea port of embarkation to the air/sea port of debarkation and return.

e. Service-component funding is used to pay for project-related costs that are not paid for with ERC of JCS strategic lift funds. These component costs include port-handling, in-land transportation (e.g., from the port of debarkation to the project site), and troop support (per diem, laundry, food and water, etc.).

f. ERC Program Development:

(1) The development of the annual USSOUTHCOM ERC program begins with the "call for projects" message released by SCEN to components, SAOs, and the USSOUTHCOM staff requesting FY+1 and FY+2 "strawman" inputs. The projects call message will be released mid-September and also will request revalidation of the previous year's FY+1 project proposals; responses will be due by the end of December.

(2) The FY+1 strawman will be developed from component, SAO, and staff submittals and will be presented at the annual USSOUTHCOM Five-Year Exercise Conference. FY+1 project proposals, which fall within projected Joint Staff-provided funding levels for FY+1, will be assigned to the components for further detailed planning, design, and site surveys.

(3) The FY+1 ERC strawman program will be submitted to the Joint Staff NLT 20 January.

(4) SCEN planners and components will conduct detailed planning and design for the FY+1 projects and develop the DD Form 1391s to be submitted to SCEN ATTN: SC ERC Program Manager, NLT 1 March of the current FY.

(5) The SC ERC Program Manager will consolidate, sort, and prioritize ERC projects, the SC Command Engineer is the final approval authority for project selection and prioritization.

(6) SC ERC Program Manager submits the prioritized list of projects and DD Form 1391s to the JCS/J4-ED NLT 31 March of the current FY.

(7) In June, the final FY+1 program will be submitted to the Joint Staff for approval and notification of projects to Congress.

(8) Specific responsibilities and milestones for the development of the annual USSOUTHCOM ERC program are covered in paragraph 3.

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### Exercise Related Construction

(9) In the past, Joint Staff allocation of funds has occurred at the end of the first quarter of the fiscal year precluding project execution in the first quarter. The SCEN will determine to which organization SCJ8 will send the funds via Military Inter-departmental Purchase Request (MIPR) DD Form 448 to the lowest level unit executing the mission that retains organic Resource Management capabilities. Within 48 hours of receipt of the MIPR, the funded unit will provide to SCJ8 a MIPR Acceptance (DD Form 448-2) accepting the mission funds as a Category I, Reimbursable transaction. (Other funding methods may be available, but will not be considered unless coordinated with the SCJ8 Budget Analyst managing the funds). To ensure ample planning and execution lead time, the SCEN and SCJ8 will provide funding to the unit as soon as practicable after receiving the funds from the Joint Staff.

#### g. ERC Planning Considerations:

(1) ERC projects will continue to be the focus of Government Accounting Office (GAO) scrutiny and congressional concern. Exercise construction is authorized only to fulfill U.S. Force's exercise needs.

(2) Exercise construction meets a U.S. exercise need if the facility or facilities constructed either directly support or enhance a CJCS exercise, or the construction is training for the constructing U.S. engineer unit in its doctrinal mission.

(3) Even if a construction project meets the test of an exercise need, it should not be undertaken unless it is a reasonable and cost effective use of Government funds.

(4) Communications with host nations must clearly indicate that ERC projects are appropriate only if the construction supports accomplishment of exercise objectives. ERC projects should not be used to satisfy a request for host nation assistance. That is not to say that host nations cannot benefit from ERC projects, provided the projects meet the criteria established above.

(5) ERC constructed facilities generally become the property of the host nation. However, the need for continuous U.S. access (especially for exercise storage facilities or intermittent future U.S. access for facilities such as ranges) to ERC constructed facilities should be made clear by written agreement, when seeking host nation approval for the project.

(6) The United States Army Corps of Engineers Mobile District and Atlantic Division (LANTDIV) are the Department of Defense design and construction agents for nations in the USSOUTHCOM AOR. They are available to provide design and contracting services for ERC. In countries where these organizations maintain a resident office, engineering units should consult with those resident offices for pertinent planning information, such as local material costs and sources.

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### Exercise Related Construction

(7) In developing an ERC project, all parties should be particularly alert to minimize airlift and sealift costs. Examples of alternatives which can be used to conserve lift assets include using channel flights' combining ERC lift with other missions, like aircraft "deadheading" to or from the AOR; contracting for mission-unique equipment; employing Defense Logistics Agency assets to move rations into the host nation; and obtaining host nation military engineer support.

#### (8) Annual Engineer Exercises:

(a) To build on our peacetime strategy of presence and frequent combined exercises, USSOUTHCOM conducts annual engineer exercises (NEW HORIZONS).

(b) The exercise trains engineers in their doctrinal missions and to provide a means to accomplish ERC and HCA projects in support of on-going and subsequent CJCS exercises. It incorporates Reserve Component as well as Active Component engineers working with host nation engineers to accomplish essential engineer training objectives.

#### (9) Planning and Design Funds:

(a) Planning and Design Funds are available to reimburse components for expenses incurred in the planning and design of ERC projects. Items that are reimbursable under planning and design include expenses for personnel services and related expenses such as travel, transportation, contract services and supplies and materials used by the design or construction agency to accomplish the following:

Site surveys to include boxing, testing and sampling of construction materials.

Preliminary and final cost estimates.

Development of project design criteria.

Preparation and review of project design, plans and specifications to include "as built" drawings.

(b) The statutory limitation on architectural engineering fees is limited to six percent (6%) of the estimated construction cost of a particular project or part of a project to which architectural work applies.

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Exercise Related Construction

(c) Components tasked to accomplish planning and design of ERC projects may request reimbursement for funds expended for up to six percent of the estimated project cost. Reimbursement will be for actual expenses incurred for services authorized in paragraph 2 above. The method to obtain reimbursement will be initiated by message. Upon verification of authorized expenses and availability of funds. SCJ8 will issue a DD Form 448, Military Interdepartmental Purchase Request (MIPR).

3. Responsibilities:

a. HQ USSOUTHCOM: Develop coordinate and manage the Exercise Related Construction program in accordance with references (a) through (i).

(1) SCJ3

(a) Identify potential ERC projects that will support JCS directed/coordinated exercises to SCEN.

(b) Program engineer forces and lift for exercises in the Five-Year Exercise Schedule with projected ERC requirements.

(c) Program JCS exercise Title 10 funds for ERC support.

(2) SCEN:

(a) Overall responsible for SC ERC Program.

(b) Provide SC ERC Program Manager.

(c) Program ERC funding , to include planning and design (P&D) funds.

(d) Coordinate preparation of the annual ERC program for submission to the Joint Staff.

(e) Conduct project site surveys in conjunction with scheduled exercise planning activities.

(f) Consolidate and forward simplified DD Forms 1391, Military Construction Project Data.

(g) Submit ERC Fund Obligation Reports to the Joint Staff.

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- (h) Identify requirements to accomplish ERC projects.
- (i) Develop ERC projects to support exercise requirements and engineer training needs.
- (3) SCJ8:
  - (a) Coordinate transfer of ERC funds between the Joint Staff, USSOUTHCOM, and units designated to complete projects.
  - (b) Establish and maintain accountability for ERC funds.
  - (c) Assist ERC Program Manager with Quarterly ERC Fund Obligation Reports to the Joint Staff.
- b. Service Components:
  - (1) Submit recommended ERC projects and engineer training requirements to SCEN NLT 31 Dec at FY - 1 (e.g., 31 Dec 00 for FY02 projects).
  - (2) Identify airlift and sealift requirements for ERC projects identified for approval and funding by USSOUTHCOM.
  - (3) Provide cost data for actual ERC expenses.
  - (4) Program Port Handling and Inland Transportation (PHIT) funds and Operations and Maintenance (O&M) funds required to complete assigned ERC projects.
  - (5) Conduct site surveys for planning and design as necessary to accomplish ERC projects tasked for completion.
  - (6) Coordinate site surveys with SCEN and SCJ34.
  - (7) Prepare and submit simplified DD Forms 1391, Military Construction Project Data.
- c. USSOUTHCOM Security Assistance Organizations:
  - (1) Identify potential ERC projects that will support combined training exercises or improve exercise effectiveness in accordance with appendix A.

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(2) Request host nation approval for ERC projects.

(3) Coordinate access with host government for U.S Military Engineers involved in ERC projects.

(4) Provide support and assistance, as necessary, to arrange:

(a) Planning conferences.

(b) Site surveys.

(c) Country Clearances.

(d) Emergency Medical evacuations of troops performing ERC.

4. Reports:

a. Construction and funding reports from HQ USSOUTHCOM to higher headquarters will be made in accordance with JCS guidance.

b. ERC project status reports from components to HQ USSOUTHCOM will be in accordance with reference (d), or as otherwise directed.

c. Quarterly ERC Fund Obligation reports due to JCS/J4-ED NLT the 25<sup>th</sup> of the third month of the quarter.

d. Monthly ERC Fund Obligation reports for current FY due Jan-Sep NLT the 25<sup>th</sup> of the current month.

5. Timeline:

a. Sep (FY - 2) Joint Staff J4-ED project call request.

b. Oct (FY - 1) SC Exercise conferences and ERC Program review.

c. 31 Dec (FY -1) Proposed FY + 1 ERC projects due from SAO/SC Staff/Components to SCEN.

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- d. 20 Jan (FY - 1) SCEN submits ERC strawman to Joint Staff J4-ED.
- e. 31 Mar (FY -1) SCEN sends FY +1 completed DD Form 1391 due to Joint Staff J4-ED.
- f. Apr (FY - 1) Joint Staff Annual Unified Command Program Review.
- g. Sep-Oct (FY -1) Joint Staff J4-ED ERC Congressional notification.
- h. Oct (FY) MILCON and P&D Funds Distributed.
- i. Dec/Mar/Jun/Sep (FY) Quarterly Obligation reports due to Joint Staff J4-ED.